

Trustees of the Manchester City Library  
Main Library – Hunt Room  
Minutes – March 16, 2009

Called to order the Monthly Meeting at 3:35pm.

**In Attendance:** Trustee Chair Karen Sheehan Lord, Trustees Joanne Barrett, Patricia Cornell, Jeff Hickok, Monique Brown, Steve Solomon, and Jack Shea. Also, present Library Director Denise van Zanten, Head of Reference Dee Santoso.

**Excused:** Alderman Sullivan

**Minutes:** Motion made by Trustee Barrett to amend a motion in the February 17<sup>th</sup> minutes to read, “When the Director is on vacation and out of state and while we have no Deputy Director, the Director is authorized to appoint the appropriate staff member to be in charge of the Department in their absence and receive plus rate. The Director will inform the Trustees’ Personnel Committee of this appointment”, seconded by Trustee Cornell, all in favor.

**Director’s Report:**

Personnel – Sarah Normand , VISTA Coordinator called to ask if we could use VISTA worker. This person would report to Lichen. More details about specifics will be forthcoming.

Also discussed is a change to how staff notify library administration of their absence from work.. Procedure will be discussed at the next staff meeting on March 27<sup>th</sup>.

On February 24<sup>th</sup> there was an incident in the Library involving an unregistered sex offender. Police want the computer he was using and this has been set aside in the Director’s office for the police when they produce the subpoena.

NHLA Conference is May 19-20 at Attitash. Director van Zanten will be speaking at two programs 1) about advocating for your Library and 2) Connection Book Discussion and will be attending both days. She requested from Trustees to stay overnight on May 19<sup>th</sup>.

Teacher would like to volunteer for the Summer Reading Program. No background check is needed as we can call Manchester School department to verify employment.

Budget – Director van Zanten and Head of Reference Dee Santoso attended a meeting with the Mayor today to discuss the Library’s budget. Director van Zanten spoke with Trustees about this meeting. Mayor has stated he may level fund the Library for FY10. Unions are to meet with Mayor on Monday March 23<sup>rd</sup>. He will be releasing his budget on March 31<sup>st</sup>. The Library’s Impact Statement regarding level funding needs to be completed and sent to the Mayor’s office.

Further discussion ensued about the challenges we will be facing during this rough budget year.

Wish List is done and with Trustee approval. Director van Zanten can now request items needed from Foundation. Foundation can then decide if they can afford to purchase.

Internet Policy – Useful has a different way of managing time so the section about usage time needed to be changed in “Section 3(a) Maximum use per person is 75 minutes per day (divided among a regular Internet station and an Express Internet station) on library provided PCs. Access to WiFi is unrestricted via patron’s own laptop,” and Director van Zanten requested we remove progressive discipline from “Section 4(a) Abuse of Internet services can result in loss of library privileges.” Motion was made by Trustee Barrett to amend Section 3(a) and 4(a) as stated seconded by Trustee Solomon, all in favor.

Userful Update – Implementation is on target and training will start March 18<sup>th</sup>. There are some city network issues that were discussed by Director van Zanten but Useful will be up and running on schedule. Public computers will be down 3 days. Public has been notified about down time. Kevin Mantler from Useful and Lichen will set-up computers and train staff. The seven administrators will also be trained to oversee the product.

Library was notified that we are beneficiaries in the estate of Angele F. Hansel. Executor was named. Whole estate could have a worth of \$200,000. Do not know what our share would be. Director van Zanten will report findings in next month’s Director’s report.

National Library Week – April 14<sup>th</sup> is Staff Appreciation Day - The Big Read. Trustees should have received their invitations for March 23<sup>rd</sup> event at the Currier.

**Finance** – Nothing at this time. Trustee Brown will join the committee.

### **Foundation Report**

Holiday Appeal - \$5,000 – Raffle 2 tickets Yankee/Red Sox game plus limo. Tickets will be \$50 each. Event tickets will also be \$50.00. Each board member contacted 25 companies to donate \$100. No free tickets will be given out. Gibson Books will be there that evening and the library will have a pre-sale of Jane Cleland’s new book.. Tidewater Catering has been hired to arrange food/beverages and setup.

Director van Zanten requests that the main library close to the public at 3 p.m. on Wednesday April 15<sup>th</sup> for the Foundation Board members to set up. Motion made by Trustee Barrett to close at 3pm on April 15<sup>th</sup>, seconded by Trustee Cornell, all in favor.

**Old Business** – Librarian Assistant Cynthia O’Neil did great job on Chronicles which aired in March.

**New Business:** Nothing at this time.

Motion made to end monthly meeting by Trustee Barrett, seconded by Trustee Brown all in favor.

Monthly meeting will be held on Monday, April 20, 2009 at 3:30pm – Hunt Room .

Adjourned at 4:55pm